

DEPARTMENTAL POLICY

POLICY # 402	SUBJECT: Relocation Assistance
EFFECTIVE DATE: June 30, 1992 REVISION DATE: May 12, 2008	PAGE 1 of 3
AUTHORIZED SIGNATURE:	

RELOCATION ASSISTANCE

I. PURPOSE

The purpose of this policy is to identify the reimbursable items attendant to the hiring of new employees, and to define the responsibilities and procedures involved. Relocation Assistance (RA) is not to be offered routinely, but may be offered as an incentive for highly qualified applicants for positions that are historically difficult to fill. In such cases, the Department will request the approval of the Office of Management and Budget (OMB) prior to offering relocation assistance.

II. POLICY

DSCYF may reimburse employees for expenses involved in moving to Delaware in order to accept a position within the Department. RA will be paid for the relocations of newly hired prospective employees (see I. above) living outside of the State of Delaware, having a State of Delaware work location 50 miles or more from their current residence and who subsequently move into the State of Delaware for State of Delaware employment.

III. PROCEDURES

A. Relocation Assistance Approval

1. When a recruiting effort identifies a need to offer RA, a written justification will be prepared for the Secretary's consideration. If the Secretary concurs with the recommendation, the department will submit a request for approval from OMB *prior* to offering such assistance. The written justification will be accompanied by an estimate of the reasonable costs that are being proposed for reimbursement.
2. The offer and terms of RA will be detailed in writing at the time an offer of employment is made. Candidates receiving RA shall agree in writing to

repay any relocation expense if, within two years following relocation, the employee or the employer (i.e. the Department) terminates State of Delaware employment. Any exceptions to repayment of the relocation expense must be approved in writing by the Director of OMB.

B. Interview Expenses

DSCYF will not pay for expenses incurred during the interview visit unless (1) the visit requires travel in excess of 100 miles, (2) the position falls under the criteria of I. above and (3) the Secretary approves payment for transportation and lodging in advance of the visit.

C. Allowable Moving Expenses

1. The Department may pay moving expenses for the move to Delaware (contingent on securing advance approval from OMB). Expenses are intended to cover normal household articles from the employee's former principal place of residence. Items that are unusually large, bulky in relation to value, or require extraordinary handling are not considered normal household articles. Items that are replaceable at less than moving cost should not be moved.
2. The new hire shall submit at least three (3) written estimates from commercial movers, which cover packing and shipping of all household effects. Payment will be made directly to the mover by the Department, in accordance with State accounting and contracting policies and procedures.
3. The Department shall select the most cost-effective mover and notify the new hire, whose responsibility it is then to make the moving arrangements with the selected vendor.
4. Moving expenses shall also include:
 - a. Full coverage insurance on items to be shipped.
 - b. One way travel for the employee and immediate family to Delaware, including transportation, meals, and lodging enroute.

D. Reimbursement Procedures

The method of reimbursement used by the State of Delaware is an accountable plan. The employee must provide documentation (receipts, mileage verifications, etc.) in order to receive reimbursement. For mileage a copy of an internet direction map with mileage notations is sufficient. Employees will be advised to refer to IRS Publication 521 for a full explanation of moving expenses and taxation. In the event that any payments made to the employee are subject to State and/or Federal tax, the employee will be liable for the tax liability.

1. The maximum reimbursement will be \$3,000 limited to the following:
 - a. Moving household goods and personal effects, i.e. cost of moving company.
 - b. Mileage for one personal vehicle.
 - c. Lodging for travel related to relocating employee and members of immediate household. A member of household is anyone who has both the former and new home as his or her primary residence. It does not include a tenant or employee, unless the person is a dependent. Lodging arrangements will be made at the most economical accommodations and must be preapproved.
2. The employee must submit to DSCYF an itemized list of expenses with receipts within 30 days of the completion of their move.
3. The hiring division will approve the expenses and forward them to the Fiscal Services Unit for payment. In hiring a Division Director, the Office of the Cabinet Secretary is considered the hiring Division.
4. Payment advances are not permitted per Delaware Code and reimbursement will only be made upon submission of receipts after the fact.

E. Exceptions

This policy establishes the normal reimbursable expenses connected with certain new hires. Exceptions to this policy must be proposed in writing to the Cabinet Secretary. Upon the Cabinet Secretary's concurrence, the recommendation will be forwarded to the Director of OMB who may (at his or her discretion) approve an exception.